

23 JUN 1983

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: Space

DD/A REGISTRY
 FILE: 45-17

Ev:

1. The subject of space is a controversial one at best and one for which there are no solutions to satisfy everyone. However, we try to do our best within the constraints of resources and the realm of reality. Because the situation is so fluid by virtue of an expanding Agency T.O., the plans for a new building, the increasing need to allocate more space for machines, and the need to return SOVA/DDI to the Headquarters building, I thought it might be opportune to outline our near term plans as they may impact on your Directorate and discuss some options for solving the problems.

2. First, of course, is the acquisition and relocation of various Present scheduling has the building ready for occupancy in early December 1983. Major portions of the Office of Security, Office of General Counsel, Office of Personnel, and Office of Medical Services will be located in this building. Most of these components will be vacating Headquarters building and consolidating with units moving from Ames Building in Rosslyn.

3. When the above moves are completed in January 1984, approximately 78,330 sq. ft. of space in Headquarters will be available. However, because the components are moving from various areas of the building, it will take some additional time to relocate other components in order to recapture large contiguous blocks of space suitable in size for SOVA occupancy. In spite of our holding renovations to an absolute minimum, we will not be able to accommodate SOVA/DDI in Headquarters building until May 1984.

4. In reallocating the remaining space vacated by the components mentioned in paragraph 2. above, we have taken into consideration the stated needs of all four Directorates and the independent offices. Based upon an equal measure of priorities, equities, and "Kentucky Windage" the DS&T is being allocated the following space in Headquarters building:

<u>Component</u>	<u>Square Feet</u>
OTS/BAB	73
OSO/CSAD	4,960
	<u>5,033</u>

All portions are classified SECRET

SECRET

83-1604/2
 25X1
 25X1
 25X1

SECRET

As a result of components also vacating Key and Ames Buildings, the following space is being allocated to DS&T:

25X1

	<u>Component</u>	
	OD&E	
<u>Ames Building</u>	ORD	
<u>Key Building</u>	FBIS	

25X1

Normally some flexibility is afforded the Directorates in assigning the space allocated to them. However, because of the limited amount of space available and the impossible demands for it, I feel it is necessary that strict control be centralized in the DA. Further, to avoid costly and time consuming redesign and reconfiguration efforts resulting from changing component assignments, no changes in space allocations within or between Directorates or components shall be made without written DDA approval.

5. I recognize the above only partially accommodates DS&T's expanding space requirements. At the present time the Office of Logistics is in receipt of additional space requirements from DS&T approximating 70,855 sq. ft. in various buildings (Attachment A) of which, as noted above, we can satisfy 27,533 sq. ft. (This, of course, excludes the 100,000 sq. ft. currently under construction at NPIC to be available in March 1984.) Beyond this, we unfortunately can foresee no immediate relief. As you are aware, the new Headquarters building is only in the planning stage. With Congressional approval of our FY-84 and FY-85 budgets as presently cast, we do not plan occupancy until late 1987. A more current limitation has also been imposed by Congress which precludes further leasing of space for Agency personnel growth in 1983.

6. Our ability to acquire additional space in FY-84 is tied directly to that budget. The DA Standard Support Requirement Packages contain funds for leasing additional space. Each of these Support Packages relate to specific initiatives of the other three Directorates. Until Congress approves our FY-84 budget, it is not possible to determine either the level of funding for the Directorates' new initiatives or the corresponding support levels for the DA. Current indications are that Congress may not act until September and we again may find ourselves operating under a continuing resolution or the 1/12 limitation for some months into FY-84. Based upon the time it takes to locate, contract for, and reconfigure space to our needs, we must make certain assumptions and act now. To wait for final budget approval and precise personnel numbers would preclude acquisition of necessary space in any meaningful time frame to meet FY-84 needs.

7. In view of this, I have made certain assumptions and with your and the other Deputy Directors' concurrence, I will seek the DCI's approval to initiate acquisition efforts. However, due to Congressional restrictions, we cannot lease any additional space until FY-84.

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8. With respect to the DS&T, I have made the following assumptions:

a. That there will be no more space in the Headquarters building for DS&T expansion except within your own existing holdings including the expansion in paragraph 4. above.

b. Your FY-83 ceiling [] of which 3,655 are presently on board, can be accommodated within your existing holdings including the expansion in paragraph 4. above.

c. There are no remaining components of other Directorates that can be relocated from Headquarters building without large capital investment, i.e. commo, data processing, and medical labs and equipment. Other than the Office of the Comptroller, National Intelligence Council, and the DCI, DDS&T, and DDA and their immediate staffs, the only Headquarters occupants will be the DI and DO.

d. That the only available space for occupancy in existing buildings will be approximately 10 - 11,000 sq. ft. in the Key Building, Rosslyn.

e. Your expected FY-84 growth will not exceed an additional [] positions which reflects an anticipated Congressional reduction of [] from your FY-84 budget request.

f. That FTP/FTE and EOD quotas will remain a part of our life in FY-84 and thus preclude a massive entry of EOD's in the beginning of the fiscal year with ceiling limitations not being reached until late in the year.

9. If you concur in the above assumptions, we have several courses of action open to us.

a. Continue to absorb position growth within your existing space holdings as augmented by the space in paragraph 4. above.

b. Identify DS&T components that will move to the 10 - 11,000 sq. ft. in Key Building which will be available circa May 1984 and absorb the balance with your existing holdings as mentioned in a. above.

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c. Identify a DS&T component(s) which can be accommodated in approximately 28,135 sq. ft. of leased space without major capital investment.

If you select option a. no further action on your part is required. If you select option b. we will need the identity of the units to be moved as soon as possible in order to work with them on the renovations and backfill of vacant Key Building space. If you select option c. we will need the identity of the component by 28 June 1983. It would be our intent to consolidate your requirements with those from the other Directorates and seek to lease a building in the area to house the totality of additional FY-84 space needs.

10. Because of the urgency of getting on with the planning and leasing of additional space, I would appreciate an indication of which option you prefer. If there are any questions, I and my staff are available for discussion.

[Redacted]
Harry E. Fitzwater

Attachment

ADDA [Redacted] (21 Jun 83)

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